

**ADAMS COUNTY PARKS' ASSISTANT SWIM PROGRAM COORDINATOR**  
**(Limited Term Employment)**

**JOB DESCRIPTION**

1. Assist the Swim Program Coordinator in the coordinating of Adams County Parks' Summer Swim Program, which is open to the public. Position also requires lifeguarding and/or supervising lifeguards on weekends at area county parks.
2. Responsibility includes, but not limited to, duties involved in assisting in the development and management of the summer swim program such as: assist in the hiring of lifeguards if requested by one's supervisor, manage swim progress records of all registered swimmers, instruct registered participants insuring necessary safety of participants, and acquire necessary equipment to accomplish the above, supervision of lifeguards working with the summer swim program to include assisting with frequent in-services, and perform other such duties for the successful development and management of the summer swim program as assigned to him or her by the immediate supervisor. Position also requires computer, office, and clerical skills.

**ACCOUNTABILITY**

1. Assistant Swim Coordinator will perform his or her duties under the guidance and responsibility of his or her immediate supervisor. Note attached Administrative Flow Chart, which clarifies ones' accountability.

**ADDITIONAL COMMENTS**

The position is based on an hourly wage. Assistant Swim Coordinator's hours will be arranged with his or her immediate supervisor with the approval of the Department Head. Assistant Swim Program Coordinator will be required to work special parks/recreation events and many weekends. Individual must be willing to attend additional educational/training sessions associated with the program. Assistant Coordinator must have or obtain the necessary training/education to successfully complete the above duties as listed in the job description.